



Bryce Yokomizo
Director

May 23, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO AWARD CONTRACTS TO JM TEMPORARY SERVICES &
AFFILIATES, INC. dba JM STAFFING; PDQ PERSONNEL SERVICES, INC.;
SIMPSON & SIMPSON BUSINESS AND PERSONNEL SERVICES, INC.; SUPERIOR
STAFFING SERVICES, INC.; FUTURE PERSONNEL AGENCY, INC. dba TOP
TEMPO AND ALLSTAFF TEMPORARY SERVICES, INC. TO PROVIDE TEMPORARY
SECRETARIAL/CLERICAL SUPPORT SERVICES
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and instruct the Chairman to sign the attached agreements between the County of Los Angeles and JM Temporary Services & Affiliates, Inc. dba JM Staffing; PDQ Personnel Services, Inc.; Simpson & Simpson Business and Personnel Services, Inc.; Superior Staffing Services, Inc., and Future Personnel Services, Inc. dba Top Tempo and to delegate authority to the Director, Department of Public Social Services to sign an agreement with AllStaff Temporary Services, Inc., substantially similar to the attached agreements, for as-needed temporary secretarial/clerical support services. The term of all six agreements is three years, effective July 1, 2002, or one day after the Board of Supervisors' approval, whichever is later, at an estimated combined annual cost of \$1,250,000.

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

These agreements provide temporary and emergency secretarial and clerical support services on an as-needed basis. Currently, DPSS maintains five agreements for these services. Your Board extended the current agreements for three months on March 5, 2002, and all five are due to expire June 30, 2002. Of the five current contractors, four are recommended for new three-year agreements.

Non-Prop A temporary secretarial/clerical support services agreements have provided a cost effective way to handle emergency situations requiring the use of skilled clerical employees. These support services have been instrumental in the maintenance of special projects such as LEADER, LTFSS and line operation support.

The use of contract temporary staff is a cost effective alternative to meet our intermittent personnel needs during peak load and emergency situations. Furthermore, the use of contracted staff allows us to manage emergencies and projects of short duration without the addition of permanent staff.

We are requesting delegated authority to enter into an agreement with AllStaff Temporary Services, Inc., pending the resolution of an insurance issue. AllStaff is a current DPSS contractor for temporary secretarial/clerical support services and submitted the lowest bid in response to our Invitation for Bids (IFB). Should they fail to provide satisfactory verification, DPSS will not enter into a contract with AllStaff.

Implementation of Strategic Plan Goals

These agreements are consistent with the principles of the Countywide Strategic Plan in increasing the County's organizational effectiveness and strengthening the County's fiscal capacity. (This is consistent with Goal #3, Strategy #2 - Improve internal operations, and Goal #4, Strategy #1 - Manage effectively the resources we have.)

FISCAL IMPACT/FINANCING

Current fiscal year expenditures were used to project contract costs. We project less usage of these agreements, but this could significantly change due to unforeseen emergency situations.

Use of these agreements will be determined by need and available funding. Hourly rates are firm and fixed. These agreements do not provide for cost of living adjustments (COLAs). The estimated combined contract amount for each year is \$1,250,000. Funding required for FY 2002-2003 has been requested in the Department's proposed budget.

The contractors will be paid monthly in arrears for the actual provision of services. Most of the contractors' costs will be subvented by the State and Federal government via the established claiming process. To the extent that these costs are claimed to CalWORKs and Food Stamps, there is no additional Net County Cost (NCC) since the CalWORKs Maintenance of Effort (MOE) requirement has already been met by the County. The NCC to support other programs has been included in the Department's FY 2002-2003 budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

With your Board's approval, these agreements will provide for a contract term of three (3) years, commencing July 1, 2002 (or day after Board approval, whichever is later) and ending June 30, 2005. The contractors will not be asked to perform services which will exceed the scope of work and contract term dates.

The County is authorized under California Government Code Section 31000.4 to obtain temporary help to assist the County during any peak load, temporary absence, or emergency other than a labor dispute. Use of temporary help under this Section is limited to a period not to exceed 90 days for any single peak load, temporary absence, or emergency situation.

The requirements contained in the Director of Personnel's April 2, 1997, letter regarding personnel service agreements have been met. One of these requirements directed consultation with affected employee unions and the Chief Administrative Office Employee Relations Division. In January 2002, DPSS sent a copy of the Invitation for Bids (IFB) to SEIU Local 660. Local 660 did not express any objection to this proposed agreement. In addition, on April 23, 2002, we notified Local 660 of our intent to relet the agreements and they stated no meeting was necessary at that time. We will continue to work with Local 660 should any subsequent concerns be raised. Copies of all correspondence with Local 660 have been provided to the Employee Relations Division and the Department of Human Resources.

These agreements contain a provision which requires the contractor to give first consideration for any temporary employment openings to qualified permanent County employees who are targeted for layoffs or qualified former County employees who are on the reemployment list during the life of the agreement. Contractors will compare this list against positions requested through their agreements. We will work with the Department of Human Resources and the contractors to ensure that all employees who may be laid off are given the opportunity to apply. The Department of Human Resources advises that currently there are no positions on the reemployment list covered by these proposed agreements.

These agreements also require contractors to give consideration for any employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunities for Work (GROW) Program who meet the contractors' minimum qualifications for the open positions.

These agreements have been approved as to form by County Counsel and reviewed by the Department of Human Resources. They will not be utilized to replace County employees impacted by program curtailments. DPSS will continue to work closely with employee unions on these issues.

DPSS will centrally control all requests for temporary services to ensure projects meet the necessary criteria and to control costs.

Three of the six contractors (PDQ, Simpson and Simpson and Top Tempo) are participants in the County of Los Angeles Community Business Enterprise (CBE) Program.

CONTRACTING PROCESS

The Invitation for Bids (IFB) was advertised in the following newspapers, which include publications recommended by the Office of Affirmative Action Compliance: *Los Angeles Times*, *Orange County Register*, *Small Business Exchange*, *Los Angeles Sentinel*, *La Opinion*, *Acton/Agua Dulce News*, *The Daily News*, *Copley Newspapers*, *Eastern Groups Publications*, *L.A. Watts Times*, *Korea Times*, and *Chinese Daily News*. The solicitation was also posted on the Office of Small Business website. Additionally, interest letters were mailed to 169 organizations listed in the Department's bidders list and the County's Directory of Community Based Enterprises, as well as other interested vendors. In response, 66 IFBs were requested, and we received 22 bids.

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AllStaff, JM Staffing, PDQ, Simpson & Simpson, Superior Staffing and Top Tempo were the agencies with the lowest-priced, responsible responsive bids.

One bidder was disqualified as non-responsive for failing to provide statements on their experience, references, and general qualifications, as specifically required by the IFB. That bidder was the fifth lowest bid prior to their disqualification.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The execution of these agreements will not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

The award of this agreement will not affect County personnel as this service is required on a part-time and intermittent, as-needed basis.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one (1) adopted stamped Board letter and four (4) original signed copies of each agreement to DPSS.

Respectfully submitted,



Bryce Yokomizo
Director

BY:cc

Attachments

c: Executive Officer, Board of Supervisors
Chief Administrative Officer
County Counsel
Auditor-Controller
Human Resources